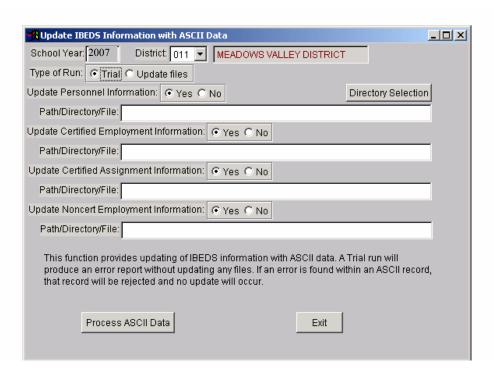# Update Personnel Info with District ASCII File

Procedure

- ➢ IBEDS Input/Inquire for Personnel Information Menu
- ➢ Select - Update Personnel Info with District ASCII Data
- ➢ Follow instructions on "Update IBEDS Information with District ASCII Info" (see sample below)

Note: This method may be used to update certified and non-certified personnel information including salaries and wages.

Revised 8/2006